

Sacramento Metropolitan Fire District EMPLOYMENT OPPORTUNITY

The Sacramento Metropolitan Fire District is announcing recruitment for Firefighter and Firefighter/Paramedic. Application procedures and minimum qualifications follow.

POSITION: ENTRY FIREFIGHTER/EMT: \$4633 - \$5631/month (includes EMT incentive)

POSITION: ENTRY FIREFIGHTER/PARAMEDIC: \$5043 - \$6130/month (includes Paramedic incentive)

For both classifications, step increases are granted at the end of the probationary period and annually thereafter, based on performance until reaching Step 5 of the salary range.

JOB SUMMARY:

Under supervision, to perform a full range of firefighting duties in the suppression of structural, wildland and other types of fires; will be required to drive ambulances and grass rigs; performs scheduled maintenance of stations, quarters, fire apparatus and related equipment; incumbents perform a full range of firefighting duties and may serve in assignments performing medical services, fire inspection/prevention, training, and others. Firefighters may be assigned temporary command of a fire station or as a Fire Engineer; and performs other duties as assigned.

As a paramedic, responds to emergency medical calls as part of an Engine crew, or ambulance assignment. Operates emergency medical equipment; relays vital signs by radio to doctor's at base hospitals and gives emergency treatment and medication under doctor's orders; immobilizes patients and as an ambulance paramedic transports to emergency medical facility.

PROBATIONARY PERIOD:

Probationary periods will be no longer than eighteen (18) months. Candidates must successfully complete probation to be considered full-time.

MINIMUM QUALIFICATIONS:

Note: All candidates offered employment positions are subject to the following examinations: Drug/Alcohol and physical examination, a psychological examination and a qualifying background investigation, to include a Computerized Voice Stress Analyzer (CVSA) examination.

Age: Minimum age is eighteen (18).

Education: High School diploma or G.E.D.

Desirable: Twelve (12) units of college credit.

You MUST submit with the application a copy of your EMT or EMT-P card.

Note: Applicants who do not currently possess an EMT certificate may apply, but must provide their EMT certificate, or demonstrate successful class completion upon request.

Mandatory Certificate Possession:

- All Firefighter candidates are required, as a condition of application, and continued employment to have and maintain an EMT certificate.
- All Firefighter/Paramedics are required as a condition of employment to maintain both their California State EMT-Paramedic License and Sacramento County EMT-P Accreditation for a minimum of three (3) years from the date of assignment to the line.

Qualifying Experience – Paramedic:

It is desirable that paramedics have one (1) year of full time employment as a paramedic with a fire agency or ambulance company. You must be licensed in the State of California as an EMT-P or Nationally Registered as an EMT-P by the time a formal offer of employment is tendered.

Paramedic Required Certifications:

- California State EMT/Paramedic License
- Sacramento County EMT-P Accreditation within 60 days of appointment

Firefighter:

No experience required. Prior full-time paid firefighting experience highly desirable.

Firefighter Certifications:

- Desirable: Firefighter I Certification or equivalent.
- Highly Desirable: Fire Science or Fire Technology Certificate [Community College]

Licenses:

Possession of a valid [unrestricted] California Driver's License Class C at time of appointment. Ability to obtain and maintain a California Class B Driver's license [within six months] to complete probation as a Firefighter or Firefighter Paramedic.

You MUST submit with the application a copy of a valid Department of Motor Vehicle file copy of your driving record, not over two (2) weeks old. The file copy submitted MUST be from the Department of Motor Vehicles. No Exceptions.

Ability to:

- Learn firefighting and other emergency care knowledge, techniques and skills primarily through the methods of classroom lecture, discussion and through seeing the task performed.
- Learn to operate fire and other emergency apparatus and equipment effectively and safely.
- Learn to analyze fire and other emergency situations accurately and take effective action.
- Follow directions and orders of superiors quickly in emergency situations.
- Read, understand, interpret and apply district policies, rules, laws and ordinances pertaining to position essential functions.
- Establish and maintain harmonious and effective working relationships with superiors and other employees in emergency and non-emergency situations.
- Speak clearly and give directions to members of the public.
- Write legibly and speak in English; learn keyboard skills and utilize district computer software.

PHYSICAL REQUIREMENTS:

Maintain physical ability and stamina to meet fire suppression duties, which include as a minimum: color vision to identify the colors red, green, and yellow and see well enough to drive vehicles, read blueprints, specifications, fine print and Visual Display Terminals (VDT's); hear well enough to identify mechanical noises, to converse on the radio, telephone and in person over incident noise; body mobility to crawl in attics, maintain balance on narrow platforms, climb ladders and at least three (3) flights of stairs daily; ability to write, feel, use computer keyboards, operate office equipment, and drive vehicle. Employee must be able to lift equipment as necessary.

No person shall pose a direct threat to themselves or to the health and safety of other individuals in the work place, or to the public they serve.

HEALTH EXPOSURE:

This is a Department of Health and Human Services Category I position. Tasks involve exposure to blood, body fluids, or tissues.

BENEFITS:

The District offers a wide variety of programs covering health and dental insurance, life insurance, PERS Safety retirement, sick leave (22 hours a month) 12 holidays, vacation (158hrs/year), and education incentive up to 7.0%.

APPLICATION PROCEDURE:

If you live in the local geographic area, you may pick up an Employment Application and Job Announcement at the address shown below, Monday through Friday, between the hours of 8 AM to 12 PM, or 1 PM to 5 PM. Applications may be obtained from February 15, 2005, through March 11, 2005, with the exception of February 21, 2005. Our Administration office will be closed for the holiday. You may also visit the District's website at www.smfd.ca.gov to obtain a copy of the announcement and application. **Final filing date: March 11, 2005, 4 PM. Incomplete applications that are submitted will automatically be disqualified.** If you reside outside of the Sacramento Metropolitan area, an application will be mailed to you. Applications may be returned to the address [below] either by mail or in person. **POSTMARKS AND FAXES NOT ACCEPTED.**

Sacramento Metropolitan Fire District
Attn: Human Resources Department
2101 Hurley Way, Sacramento 95825-3208.

Give the complete and exact job title as it appears on the announcement; answer all questions and furnish all information requested on the application. Resumes will not be considered in lieu of information requested on the application. **No exceptions.**

DO NOT CALL OUR OFFICE FOR EXAMINATION RESULTS. SCHEDULING AND RESULTS FOR ALL PHASES OF THE TESTING PROCESS WILL ONLY BE POSTED ON SMFD'S WEBSITE. PLEASE MAKE SURE THAT YOU READ ALL INFORMATION ON THE WEBSITE THAT PERTAINS TO EACH PHASE OF THE TESTING PROCESS BECAUSE HARD COPIES WILL NOT BE FORWARDED. IF YOU DO NOT HAVE ACCESS TO A COMPUTER, THE DISTRICT WILL PROVIDE A PRINTOUT OF EXAMINATION RESULTS OUTSIDE OF THE ADMINISTRATION BUILDING FOR YOUR REFERENCE. CANDIDATES THAT CALL OUR OFFICE FOR EXAMINATION RESULTS, IN LIGHT OF THE ABOVE DIRECTION, MAY HAVE ADVERSE ACTION AS A RESULT OF FAILURE TO FOLLOW DIRECTION.

Application results will be posted on our District website by the close of business on **March 18, 2005.** Results will be posted by the first initial of your last name and then by your last four digits of your social security number. If you do not include your social security number on your application, your results will be posted by the first initial of your first name and then by the first four letters of your last name.

SELECTION PROCESS:

Written Examination: Specifics surrounding this examination (i.e. date, location and time) will be provided to candidates along with applications results.

If you are interested in the District's Paramedic Intern Program, please be advised that you may be asked to take an additional examination. This examination will be held the same day as the Firefighter Written Examination.

CPAT Orientation: Specifics surrounding this examination (i.e. date, location and time) will be provided to candidates at a later date via our District website. **All eligible candidates not**

possessing a valid (within the last 12 months from date of announcement) CPAT certification must participate in the orientation. If you are in possession of a valid CPAT certificate, you must submit a copy of the certificate to the Human Resources Division with your employment application.

Oral Interview Examination and Paramedic Skills Assessment: Specifics surrounding this examination (i.e. date, location and time) will be provided to candidates at a later date via our District website.

CPAT Examination: Specifics surrounding this examination (i.e. date, location and time) will be provided to candidates at a later date via our District website.

The Firefighter and Firefighter/Paramedic qualification's appraisal process will include the following:

- Written Exam. Minimum score of 70%. This examination phase is weighted 40%.
- Firefighter: Oral examination is weighted 60% with a minimum score of 70%
- Firefighter/Paramedic: Oral examination and Skills Assessment. The Oral examination is weighted 60% with a minimum score of 70%. The Skills Assessment examination is Pass/Fail.
- CPAT Physical agility: Pass/Fail.

Candidates must be successful in all examination phases to be placed on an eligibility list. The Fire Chief will, when filling vacancies, make a selection from those on the eligibility list. Candidates offered formal employment must be successful in all examination phases, including passing a District paid pre-employment medical examination that includes an alcohol/drug screen, a background check, which will include a Personal History Statement, Computerized Voice Stress Analyzer (CVSA) exam and a psychological evaluation.

THE DISTRICT RETAINS THE RIGHT TO EITHER EXTEND OR ABOLISH THE LIST.

THE DISTRICT:

The Sacramento Metropolitan Fire District was formed through the consolidation of the American River and Sacramento County Fire Protection Districts. The District is the largest fire department in the County of Sacramento and the seventh largest fire agency in the State of California. The District is composed of residential, commercial, industrial and wildland areas, and is growing rapidly. The District staffs 40 Fire Stations, employing some 700 personnel and encompasses 417 square miles. The budget is approximately \$121 million.

PROOF OF LEGAL RESIDENCE:

Pursuant to the Immigration Reform and Control Act (IRCA) of 1986, ALL new hire applicants will be required to show proof of legal residence entitling them to work in the United States prior to becoming an employee of the District.

THE SACRAMENTO METROPOLITAN FIRE DISTRICT IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.



ADVERSE CONDUCT GUIDE

Listed below is a partial listing of criteria that may disqualify you from consideration for employment with the Sacramento Metropolitan Fire District. This list is not meant to be a full and complete list.

- Falsification/Omission of any portion of the application or personal history statement.
- Current use of any illegal drug, including prescription drugs not prescribed to applicant.
- Any illegal drug use within the past two (2) years.
- Convicted of any Domestic Violence offense.
- Felony conviction to include felony traffic offenses.
- Conviction for Driving Under the Influence of Alcohol (DUI), Driving Under the Influence of Drugs (DUID), or Driving While Ability Impaired (DWAI) within the last three (3) years.
- Dishonorable or Bad Conduct Discharge from the United States Armed Forces.
- Theft, dishonesty, and any other character issues that may bring discredit to you and/or your employment with the District, in the event you were given an offer of employment.

You will undergo a rigorous, in-depth background investigation as a result of your application for this position. In the event that your background investigation for this position should uncover information that you have, or are suspected of having or have been engaged in illegal activities at this time, this information will likely bar you from further consideration for this position. If you are currently an employee of the Sacramento Metropolitan Fire District please be advised that any adverse admission may impact your current employment status. Illegal activities may also be reported to the law enforcement agency having jurisdiction where the activity occurred.

APPLICATION FOR EMPLOYMENT

SACRAMENTO METROPOLITAN FIRE DISTRICT
2101 Hurley Way, Sacramento, CA 95825-3208
Phone (916) 566-4000 • Fax (916) 566-4200

Position Applying for: _____

PERSONAL INFORMATION (PLEASE PRINT)

Social Security Number (Optional):		Date of Application:	
Last Name		First Name	MI
Mailing Address:	No. and Street	City	State Zip Code
Permanent Address:	No and Street	City	State Zip Code
Telephone Number:	Home	Message	

Possession of a valid California motor vehicle operator’s license is a condition of initial and continued employment. You must submit a Department of Motor Vehicle file copy, not over two (2) weeks old with this application.

Have you ever been convicted of any offense by any civilian or military court? Yes ☐ No ☐

If yes, explain. Give date and place of each offense; specific charge; date and place of conviction, and the fine or sentence received. You may omit any offenses for which the fine was less than \$50. A criminal record is not necessarily a bar to employment. Each case is given individual consideration, based on job relatedness.

EMPLOYMENT HISTORY: Start with your present or last job and account for the past ten years. Explain any gap in employment history.

From/To	Name and Address of Employer	Position/Duties	Reason for Leaving
From: To:			
Yrs: Mos:			
From: To:			
Yrs: Mos:			
From: To:			
Yrs: Mos:			
From: To:			
Yrs: Mos:			
From: To:			
Yrs: Mos:			

May we contact the employers listed above? Yes ☐ No ☐ If no, indicate below which one(s) you do not wish us to contact.

Have you ever been terminated from employment within the last ten years? Yes ☐ No ☐ If yes, explain.

To assist us in determining the fairness of this selection process under Federal guidelines, we are asking for your voluntary cooperation and assistance to ensure our reporting is as accurate as possible. NO EMPLOYMENT DECISIONS WILL BE BASED ON THIS INFORMATION. THIS INFORMATION WILL BE KEPT CONFIDENTIAL!

Please indicate the race/ethnic, age and sex classification that identifies the group under each section which best describes you. Please mark only one classification for each of the sections.

<u>Race/Ethnic</u>	<u>Sex</u>	<u>Age</u>
<input type="checkbox"/> Asian Pacific	<input type="checkbox"/> Male	<input type="checkbox"/> 18-21 years
<input type="checkbox"/> Black/African American	<input type="checkbox"/> Female	<input type="checkbox"/> 22-27 years
<input type="checkbox"/> Caucasian		<input type="checkbox"/> 28-35 years
<input type="checkbox"/> Hispanic		<input type="checkbox"/> 36 & over
<input type="checkbox"/> Native American		
<input type="checkbox"/> Other		

--EQUAL OPPORTUNITY EMPLOYER--

EDUCATIONAL HISTORY: Place an “X” in the box, if you possess one of the following.

	High School Diploma
	G.E.D.
	California High School Proficiency Certificate
	Emergency Medical Technician-1 (EMT-1) (if required)

Name(s) of College/University	Units Earned	Course of Study/Major	Degree Awarded

I authorize the employers and educational institutions identified in this employment application to release any information they have concerning my employment or education to the Sacramento Metropolitan Fire District.

☐ Yes

☐ No

I understand employment may be offered after an evaluation of a background investigation, which will include employment history, references, criminal and motor vehicle records. I understand employment may be offered contingent upon an acceptable report from the Sacramento Metropolitan Fire District’s doctor(s) after a preplacement physical examination, which will include a drug screen. I understand that upon starting for work I will be required to certify eligibility for employment under the guidelines of the Immigration Control Act of 1986 by completion of U.S. Department of Justice Form I-9. I further understand the Sacramento Metropolitan Fire District does not guarantee employment for any specified period of time nor does it imply any eligibility for promotional opportunities with an offer of employment.

I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I understand and agree misstatements/omissions of material facts will cause forfeiture of my rights to employment by the Sacramento Metropolitan Fire District.

Signature of Applicant

Date

To assist us in evaluating the effectiveness of our Job Announcement distribution, including advertising, posting and community coverage with respect to Equal Opportunity Employment, we would appreciate your voluntary completion of the following:

Position for which you are applying _____

How did you learn about this employment opportunity?

☐ College Placement Office

☐ Employee of this firm

☐ State Employment Office

☐ Other (specify) _____

☐ Private Employment Agency

☐ Newspaper Advertisement (Name of paper & date)
